Policy # **111**	Approval Date: 08/5/2014
Policy Title **HOURS OF WORK**	Effective Date: 08/05/2014
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HIGHWAY DEPARTMENT

The normal schedule of work hours will be Monday through Friday, from 7:00 a.m. to 3:30 p.m., however management may schedule employees to start any time after 12:00 a.m., Employees who are scheduled to start other than at the normal start time (7:00 a.m., 6:00 a.m. during the summer) will be provided advance notice when possible.

Employees may work a maximum shift of sixteen (16) hours with a minimum of six (6) hours off unless emergency conditions exist.

The County, at its option, may schedule a four (4) day work week starting with the first (1st) full week of May through the last full week preceding Labor Day during which the normal schedule of work will be from 6:00 a.m. to 4:30 p.m., Monday through Thursday with a thirty (30) minute unpaid break period normally starting at 12:00 noon. The 4 day work week may be extended on either end with two weeks-notice to the employees. During the week in which Memorial Day and Independence Day (or any other paid holiday) is celebrated, Employees will work a 4 day week of thirty-two (32) hours at regular rate of pay for forty (40) hours pay, which includes the holiday pay, with the starting time of 6:00 a.m. During the period in which a four (4) day work week is in effect, vacation taken in day increments and sick leave will be charged at ten (10) hours per day, however during a week in which a holiday occurs vacation taken in day increments and sick leave taken will be charged at the number of normal work hours scheduled on the day(s) taken. [Note: A week of vacation will equal forty (40) hours. It is understood that sick leave will be earned at the rate of eight (8) hours per month.

Employees are required to be available on a call-in basis, 24 hours a day, 7 days a week, when weather or other conditions may require. Employees will be given advance notice of when the on-call period begins and when it is no longer in effect (normally in effect during the period between November 15th and April 1st).

Employees will receive an additional $50 per pay period for the pay periods for the winter season. For this purpose only, employees are eligible for the additional $50 per pay period beginning with the first full pay period on or after November 15th and will continue to receive the additional $50 per pay period through the full pay period ending on or immediately following April 1st. The employee will not be eligible for the additional $50 for the pay period, if anytime during the pay period the employee is excused from on-call availability as per below, fails to respond within 1 hour of notification as per below, is on paid sick time, unpaid time, or on an approved leave of absence as per below.

Provisions will be made to allow up to a total of four (4) employees department-wide to be excused from response if a written request was given to the supervisor 48 hours in advance and approved by the supervisor. The four employee total includes persons previously approved for vacation, persons on leave of absence, etc. Requests to be excused which are submitted less than 48 hours prior to the requested time to be excused from on-call availability may be given consideration if fewer than four persons have been previously excused, or if the Highway Commissioner or his designee determines that it is feasible to allow an additional employee to be excused.

Employees that are not excused from response and fail to report to work within 1 hour of notification will receive a counseling each time they fail to respond. The Highway Commissioner or his designee will determine the appropriate time to begin disciplinary action based on repeated counseling's. It is recognized that some highway department positions will be exempt from this requirement.